



AMERICAN POSTAL WORKERS UNION, AFL-CIO

EXPENSE VOUCHER and REPORT

Name of Local Union:
Address of Local Union: City: State: Zip Code:

Member / Organization / Business Paid To:

Activity: By Member:

TRANSPORTATION (Reimbursement for either Fuel Cost OR Mileage - NOT Both) :

Automobile: Starting Zip Code: Ending Zip Code:

Beginning Odometer: Ending Odometer: Miles:

Miles: X (IRS Rate): OR Total Fuel Costs (Attach Receipts) \$

Airfare: (Attach Original Receipt) Dates: To: \$

Airfare: (Attach Original Receipt) Dates: To: \$

LODGING & EXPENSES:

Per Diem @ \$ /Day Dates: To: \$

Lodging (Single Room Rate) \$ /Day Dates: To: \$

Telephone Calls (one 3 minute call per day to home): \$

Other Misc. Expenses (Cab, gas, etc.): \$

LOST TIME (PS Form 3971 - Completed & Signed - Must Be Attached):

Dates: To: Pay Level: Step: Hourly Rate:

Total Hours (LWOP): (Hours) X (Rate) = \$

Night Differential: (Hours) X (Rate) = \$

Sunday Premium: (Hours) X (Rate) = \$

Total Lost Time: Add totals from above and enter here ---> \$

Tax Deductions: Fed .10 SS .062 Med .0145 = \$

Net Pay: Subtract Tax Deductions from Total Lost Time from above and enter here ---> \$

UNION SUPPLIES:

Postage (Specify): \$

Misc Supplies (Specify): \$

MISC EXPENSES (Specify): \$

GRAND TOTAL: Total ALL columns on right ---> \$

Signed by Member or Print Organization Paid To:

Signed (Person Issuing Payment): Date Signed:

Authorization: APWU/Local Constitution: CHECK NUMBER:

E-Board / Membership Meeting: Meeting Date: Check Date:

Quickbooks: Account Name: Sub Account: